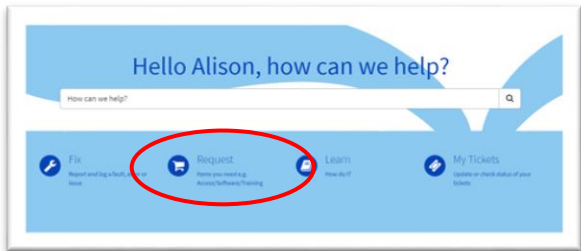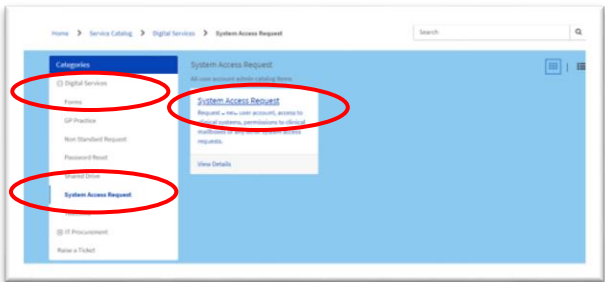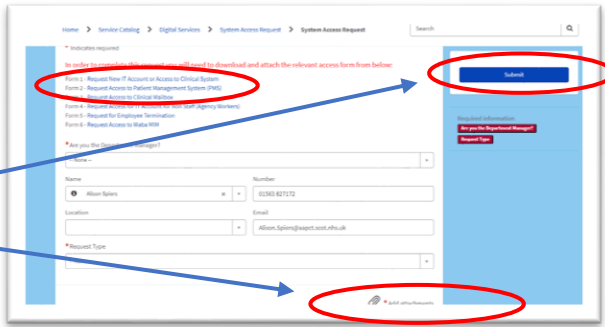# Requesting Systems Access for the ReSPECT web application

- Staff responsible for **creating** ReSPECT plans require Systems Access to the web application.
- Staff who only need to **view** ReSPECT plans do not require access to the web application.
- Members of the multidisciplinary team who **contribute** to decision making, but do not have Systems Access can still be named on a ReSPECT plan by the HCP who creates the plan.

To request Systems Access:

- Digital Service eHelp Self Service (Service Now) Portal: (https://nhsscotland.service-now.com). To use this link you may first need to log in to your NHS account.
    - Request > Digital Services > Systems Access Request > Systems Access Request > Form 1
- Line manager submits the signed form
    - Request > Digital Services > Systems Access Request > Systems Access Request > Add attachments > Submit.

Access Digital Service eHelp (Service Now) Portal (https://nhsscotland.service-now.com): to use this link you may first need to log in to your NHS account. A link is available on Athena.	
< Request >	
< Digital services > < Systems access request > < Systems access request >	
- Download Form 1 - Print & sign (you and manager) - **Line manager** submits uploaded form as attachment	
Your line manager will receive email confirmation of submission that will include a RITM number. Use this number for any follow up enquiries. Access should be granted in around 3 weeks: the systems access team will check that you have completed the required Learnpro module. Please let us know if you experience any difficulties: **aa.respect@aapct.scot.nhs.uk**	